



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD
(508) 839-5335 • FAX (508) 839-4602
www.grafton-ma.gov

RECEIVED TOWN CLERK
GRAFTON, MA

2020 JAN 13 AM 9:13

A handwritten signature, possibly "R", is written in the top right corner of the page.

**DISABILITY COMMISSION
(Regular Meeting)**

AGENDA / MEETING NOTICE

Thursday, January 16, 2020 – 7:00 p.m.
Municipal Center, Conference Room A (1st Floor)

CALL TO ORDER

1. ANNOUNCEMENTS

- Alex McCullough resignation – creates Disability Commission vacancy for remainder of term through June 30, 2021.

2. CORRESPONDENCE (external)

- Scott Ricker January 1, 2020 (Re: snow and ice removal on public sidewalks).

**3. ADA SELF-EVALUATION AND TRANSITION PLAN –
continued discussion.**

https://www.grafton-ma.gov/sites/graftonma/files/uploads/grafton_self-evaluation_and_transition_plan_final_2019_0.pdf

4. DRAFT MINUTES

- November 21, 2019
- December 19, 2019

5. OLD BUSINESS

- MA Office on Disability municipal grant application.
- Accessible/Handicapped Parking Fines Account (Donna Stock)
- Contact with Grafton School Committee (Melissa Lackey)

Grafton Disability Commission agenda January 16, 2020 cont'd:

- Grafton SEPAC (Melissa Lackey)
- Any other old business

6. NEW BUSINESS

- 2019 Report of the Grafton Disability Commission (for Town Report)

7. Next Meeting (Tentatively, Thursday, February, 20, 2020 at 7:00 p.m.)

Adjourn

Re: snow removal from public sidewalks
Reli Abilities <reli.abilities@yahoo.com>
Wed 1/1/2020 8:56 AM
To:

- reli.abilities@yahoo.com <reli.abilities@yahoo.com>;
- mcinerneyt@graffton-ma.gov <mcinerneyt@graffton-ma.gov>;
- bergerr@graffton-ma.gov <bergerr@graffton-ma.gov>;
- Jr Roger Trahan <rtrahanjr@hotmail.com>

Dear Mr McInerney and Town Building Inspector Bob Berger,

Below is an email I sent Jan 2015 regarding snow/ice removal on public sidewalks within the Town of Grafton and an incident near the Grafton Library. For the Town of Grafton to continue to fail in establishing a comprehensive snow and ice removal process from the sidewalks demonstrates its lack of concerted effort to not only the safety of the public but its continued failure to ensure the towns amenities are available year round. That's a violation of the Massachusetts AAB 521CMR regulation 2.6, the amended Massachusetts law set forth in 2010 by the Massachusetts Supreme Court and the Americans with Disabilities Act.

It is now January 1st 2020 five years later and the current condition of the public sidewalks is outrageous to say the least. The entire public sidewalk going South from the Millbury town line on Rt 122 all the way to the intersection of Rt 140/Rt 122 then continuing up the hill following Rt 140 to the town common is completely covered with ice/snow making it not only unusable by everyone but a safety risk. That's a derelict of duty by the Town of Grafton making it very clear that the safety of the public is far from any other concern.

What will it take, a law suit!

I am not waiting for the fall town meeting again as last time the issue was removed from the warrant articles and the public were left to fend for themselves and figure out an alternative. Maybe the alternative is to move to a town or city that cares about everyone's safety year round and not just those who have full care free mobility.

Stop the "do nothing" approach and change the culture of Grafton with a kind & caring policy that allows everyone to enjoy what Grafton has to offer, a concerted effort to utilize the community in ensuring that the towns sidewalks are safe for public use yearound.

Scott Ricker

Access Advocate
reli-Abilities
Access = Opportunity

Sent from Yahoo Mail on Android

On Fri, Jan 16, 2015 at 1:04 PM, Reli Abilities
<reli.abilities@yahoo.com> wrote:

Dear Mr McInerney,

I am writing your office requesting that an item be added to the BOS Meeting agenda for the 27th of Jan 2015. The request is for the Grafton BOS to adopt an ordinance for snow/ice removal by an adjacent property owner/facility manager, from all public sidewalks within 10 hours after a snow/ice event takes place, or a reasonable time-line seen fit by the BOS.

Currently in one instance up at the Grafton Library off of the town common, the sidewalk is covered with ice/snow from the last snow/ice event that took place. I personally assisted two women as they were trying to use the sidewalk at the front of the library this past week. When I and one of these women put in a complaint to the library, nothing was done to clear the ice/snow off of this sidewalk. I made another visit a few days later and the ice/snow remained on the sidewalk, so I visited your office at Grafton Town Hall and spoke to your assistant who stated the DPW was taking care of the issue as we spoke. I then visited the library again a few days later and did see that salt/sand were applied to the sidewalk surface but it didn't clear the sidewalk of snow and ice and remained unusable by some fully mobile individuals, and was not usable by most if not all individuals who are disabled/limited mobility/wheelchair or walker users.

There are not only library customers that use this sidewalk, but many other town residents/visitors use this sidewalk as they are walking through this area of town. Its dangerous for everyone who uses/attempts to use this sidewalk, and it also makes it impossible for most Individuals who are disabled to use this sidewalk, or any other sidewalk in Grafton that is open for public use.

The law now in Massachusetts is that **all Massachusetts property owners and landlords are legally responsible for the removal of snow and ice from their property**. In 2010, the Massachusetts Supreme Judicial Court overruled 125 years of legal precedent which protected property owners from "natural accumulations of ice and snow," and announced this new rule. The rule applies across the board, to homeowners, landlords, commercial business owners, restaurants, everyone.

Please notify me via email or USPS that this issue has been added to a BOS meeting and include the date/time of the item.

Thank you,

Scott Ricker
P.O. Box 274
N. Grafton, MA 01536
Reli-Abilities

Accessibility Consulting
reli.abilities@yahoo.com

Advocate for full Integration and Inclusive Design for Individuals who are dis-
Abled

Please be advised that the Massachusetts Secretary of State and the Massachusetts Attorney General consider e-mail to be a public record, and therefore subject to the Massachusetts Public Records Law, M.G.L. c. 66 § 10. If a public record request is made for a copy of this email communication, please redact my contact info prior to providing a copy.

TOWN OF GRAFTON

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Disability Commission Meeting Minutes November 21, 2019

DRAFT

Municipal Center, Conference Room A

Open: 7:02 pm

Members Present: Roger Trahan, Daryl Rynning, Alex
McCullough, Krisitie Proctor, Catherine Dore

Members Absent: Donna Stock

Began with a Moment of Silence for Lt. Jason Menard

Videotaped and accessible for viewing:

<http://grafton.cablecast.tv/CablecastPublicSite/show/5232?channel=2>

1. Announcements- The Disability Commission has an opening to be filled. It was created by Donna Stock filling the Select Board position on the Commission. Please see the website for information:
grafton-ma.gov/committees

2 Tax Exemptions- Mary Oliver, Grafton's Principal Assessor spoke at length to the Commission about many types of personal tax exemptions. She gave detailed information on the following types of exemptions; Real Estate, Senior, Surviving Spouse, Surviving Minor, Disabled Veteran, Legally Blind, Senior Citizen, Senior Work Off, and Deployed National Guard. Please contact the Board of Assessors office with any questions or for any information needed.

DRAFT

<https://www.grafton-ma.gov/board-assessors> 508-839-5335 X1165

3. ADA Self-Evaluation and Transition Plan: Continued reading of the report is required by the Commission. Finish reading pages 51-81. Objective is to decide how to best list out and present what needs to be done for the many Town sites/buildings to be accessible to the Select Board. The focus is on accessibility and public areas. Pages 32-50 have 68 items that could be considered inexpensive and easy to fix. Question came up about how to file a grievance and what are the Select Board Policies and Procedures. Robert Berger is the Grafton Town Compliance Officer- Ask our Commission Select Board representative to follow up on what the policies and procedures are currently.

4. Minutes of October 17, 2019: Kristie motioned to accept the minutes with minor changes, Catherine second. Motion passed 5-0.

5. Old Business: Reminder to get in proof that each member has completed the Conflict of Interest online training. Get copy of passing the training to the Town Clerk.

Grafton Celebrates the Holidays 12-8-2019: This year we were unable to send an accessibility questionnaire to participating businesses. Between now and next year the Commission will come up with a questionnaire. We will get in touch with Jen Anderson from parks and recs and see if we can partner together- maybe hold a workshop to work out details of questionnaire.

Fines Account Update: Donna is working with Tim on this topic.

Grafton Special Education Parent Advisory Council (SEPAC): looking for ways to work together

Training/trained first responders: Police, Fire, EMS, Bus, etc:
Special Education Department in other Towns do trainings- check

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with Dr. Cummings whether or not any trainings are provided

MA Office on Disability (MOD): Roger signed us up for email and blog using this address disabilitycommission@graffton-ma.gov.

7. New Business: Hassanamisco (Cisco) Homestead (80 Brigham Hill Road): renovations and accessibility: This is not a Town owned property. Accessibility accommodations would be voluntary but encouraged.

Adjournment: 9:03 pm Daryl motioned, Kristie second. Motion passes 5-0.

Respectfully submitted by:
Daryl Rynning Clerk

**Town of Grafton
Disability Commission
(Regular Meeting)**

Meeting Minutes from
Thursday, December 19, 2019
Municipal Center, Conference Room A

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Meeting was called to order at 7:03 pm.

Present: Roger Trahan, Chairperson, Catherine Dore, Kristie Proctor, and Melissa Lackey

Absent: Alex McCullough, Darryl Rynning, Donna Stock as the representative from the SelectBoard

Roger welcomed newcomer to the Commission, Melissa Lackey, and thanked Cindy Ide for helping to expedite the appointment.

Roger, we forgot to review and accept the meeting minutes from November – please put on the January meeting agenda!

1. Announcements:

1. Congratulations to former Grafton resident Charles “Chaz” Davis placed first in a marathon in Sacramento, CA in a time of 2:43:11.
2. Ricky Duran, who grew up in Grafton, placed second in “The Voice “ competition, and is commended for bringing awareness of suicide prevention during his tenure on the program.

2. ADA Self-Evaluation and Transition Plan

The Commission members continued to review and discuss pp. 51-81 of the plan. The members agreed that the scope of the plan is overwhelming to grapple with, and to focus on the priority items, still to be defined. Without a budget line, the commission can only provide input on expenditures for other departments and the larger “CIPC” budget which is for items or projects of \$10,000 or more. Roger informed the commission that budget planning for the 2020-21 fiscal year is underway. Highlights of the discussion include the following:

- The commission set collaborating with other departments as a priority for the next year, including the school department, the school committee, and the recreation department. The hope is to gather information, find out what current barriers and obstacles exist for creating inclusive services/programs for each area, and be a resource to assist each area as needed. The committee plans to invite Jen Anderson from the Recreation Department to the next meeting in January. Melissa suggested we attempt to survey the community and gather information on a range of disability topics.
- Using the identification code in the plan, the priority and costs to bring the town buildings into ADA compliance were discussed, with the commission noting the Fire Stations #2

and #3 needed no action, while other buildings needed significant expenditures for renovation. The intended purpose and use of the town buildings, volume/traffic patterns, and assigned priority by the evaluation team were discussed. The commission agreed that we could make an effort to reach out to the Library Building Committee so that ADAAG standards and compliance are scrutinized before construction is completed.

- (This is new business, but this is where we got off topic during the meeting) The commission discussed the Police Station, and Melissa asked if the officers receive education and training on how to work with children with disabilities. Kristie replied that training topics such as working with the population of residents who are autistic is mandatory, and the state used the "train the trainer" model so that the officers who attend can train others at their station. Roger suggested we invite Chief Crepeau to a later meeting to discuss these topics with him.
- (again, new business) Melissa suggested we seek community input through a survey and use the self-evaluation report to bring forward issues and priorities to the town. Kristie objected to doing a survey at this time, as the commission is newly formed and we still are establishing our scope of work and collecting information from the town. Could this be done later once our commission responsibilities and objectives are better defined? Roger explained that as a commission, we report to the Town Administrator, the Assistant Town Administrator, and the boards, which all report to the SelectBoard. We can initiate action, but we need to be responsive to the town's workflow and creating efficiencies, not more work, as we want to avoid duplication of efforts and keep the lines of communication open. Roger discussed the levels of communication with the town department managers. Everyone agreed that we want to elicit the ADA Compliance Officer's, and the police and fire chief's opinions on matters.
- Back to the agenda: The least compliant or inaccessible building in the report is the South Grafton Library which is now used by the Historical Society. This would be a low priority building though, as the traffic and usage demands are not rated as high for town usage. Could their status as a non-profit be an advantage in applying for Community Presentation Funds? Could some departments explore the use of federal grants for monies to improve accessibility? Roger stated that the Blackstone Valley was designated a National Park, and there may be funds available through the Department of the Interior, especially when the property is a historical asset.

3. New Business

- Melissa Lackey will ask Laura Often, Chair of the School Committee, to come to our January meeting with a general ask - what is the status on current services and the accessibility of the school buildings and property? Should we ask a member of the school committee to serve as a representative to the commission?
- The commission members discussed who we should ask to come to a meeting, including Bob Berger, (official title here), other town commissions, and the individuals named in the minutes above. A tentative schedule was reached:

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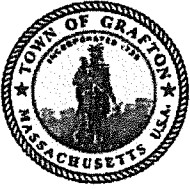
January: School Department (or the committee?)

February: Recreation Department (Jen Anderson)

- The commission reviewed topics for the next meeting, including the ideas for a survey, and reaching out to other towns for ideas and models as to how they are operationalizing their Disability Commissions.

The motion to adjourn by Catherine was seconded by Melissa, and the motion was passed 4-0. Roger announced it was adjourned at 8:50 PM.

The next meeting is scheduled for Thursday, January 16th at 7:00 PM.



**OFFICE OF THE
TOWN ADMINISTRATOR**

30 Providence Road
Grafton, MA 01519
(508) 839-5335

Town Administrator: *Timothy P. McInerney*
mcinermeyt@graffon-ma.gov
www.graffon-ma.gov

TO: All Town Departments, Boards and Committees

DATE: January 9, 2020

RE: 2019 Annual Town Report

Please be advised that your report for your respective department, board or committee is due on Friday, February 7, 2020. Submit your report in a plain word document with the following format:

1. Font = Arial 12
2. Headings should be centered and state, REPORT OF THE..... all caps.
3. Body of the report = justified (block style aligns text to both left and right side)
4. Do not indent paragraphs.
5. End all reports with Respectfully submitted, (your name, title or board members).

To assist you, I've attached an excerpt from the General Bylaws relative to the Annual Town Report and a sample report.

We will continue to place all employee pay in one section so there is no need to incorporate these payments in your report.

Reports should be emailed to idec@graffon-ma.gov and copied to mcinermeyt@graffon-ma.gov . If you have any questions, please contact our office.

Thank you.

**General By-Laws
Town of Grafton, Massachusetts**

Annual Report

SECTION 2. Each officer, board or committee of the Town shall annually by January 31, file with the Board of Selectmen a full and comprehensive report of all its activities, and if in charge of the expenditure of Town funds, a review of its condition, a financial statement and estimate of the appropriation needed for the ensuing year. This report shall include a list of all individuals and businesses, and the amounts paid to each, that have received one-thousand and no/100 (\$1,000.00) dollars or more during the year for services or supplies which have been charged against the appropriations under the control of said officer, board or committee. (T.M. 10/20/03)

Material to be included in Annual Town Report

SECTION 3. The Selectmen, before the annual Town Meeting, shall, at the expense of the Town, print the annual town report for the use of the inhabitants, and in addition to the departmental reports for the municipal year, as submitted to the Selectmen under Section 2 above, and other matters required by law, the book shall contain:

- a. A complete list of the Town Officers with expiring date of office, showing the organization of the different boards.
- b. Copies of the warrant for the Annual and Special Town Meetings held during the Municipal year, together with the minutes of the Town Clerk, showing the action taken at each meeting. (T.M. 12/16/71).
- c. A report of all claims that are outstanding and all suits in which the Town is a party.
- d. A list of what betterments have been assessed during the municipal year.
- e. A tabulated statement showing the object of each appropriation for the year, the amount appropriated, the amount overdrawn, if any, in each instance, and an itemized list of all unpaid bills and obligations.
- f. A classified statement of all expenditures and receipts of the Town in detail, so as to give a fair and full exhibit of the objects and methods of all expenditures. This detailed report shall itemize each department's expenditures by types of goods or services purchased. (T. M. 10/20/03)

REPORT OF THE COMMUNITY PRESERVATION COMMITTEE

The Community Preservation Committee (CPC) is a nine member body that administers the Community Preservation Act, adopted by Grafton in May, 2002. The Board of Selectmen appoint four at large positions for three-year terms; the Conservation Commission, Historical Commission, Planning Board, Recreation Commission, and Grafton Housing Authority each appoint one member. The Act creates a stream of revenue from a local property tax surcharge and state matching funds to support projects in three areas: open space and recreation, community housing and historic preservation.

The Committee meets the fourth Thursday of the month, except in November and December, when the meetings are held on the first Thursday of the month. Copies of the Guidelines and Project Applications are available in the Planning Office, as well as on the CPC's page on the Town's website.

The CPC had one resignation during 2018, Daniel Graham, who was the Planning Board representative. Sharon Carroll-Tidman was appointed as his replacement. In addition, the Committee hired Joann Duncan, a previous committee member from 2002-2015 to serve in a Committee support role.

The Grafton CPC kept busy during 2018 implementing the Community Preservation Act by monitoring the status of projects, reviewing project submissions, making funding recommendations to Town Meeting and advocating for the Community Preservation Act through the Community Preservation Coalition.

At the Special Town Meeting on May 14, voters approved setting aside an additional \$884.44 in each of the three CPA project areas: Affordable Housing, Open Space and Historic Preservation. The additional amount was required to satisfy the 10% CPA set aside requirement since the actual state match was larger than the original estimate in October 2017.

At the Annual Town Meeting on May 14, voters approved an appropriation of \$24,000 to fund CPC's operating budget, \$82,350 for the purpose of making the principle and interest payments on the \$1.2 million bond issued for the purchase of the Pell Farm property, \$73,350 for the purpose of making the principle and interest payments on the \$1.1 million bond issued for the preservation of the Town House, and \$48,567 to be transferred from the Affordable Housing Reserve to the Grafton Affordable Housing Trust. Additionally, \$14,000 was approved to perform the Institute Woods Recreation Trail Feasibility Study.

At the Semi-Annual Town Meeting on October 15, voters approved setting aside in the amount of \$47,281 for each of the three project areas: Affordable Housing, Open Space and Historic Preservation. Additionally, voters approved \$15,000 to update The Grafton Community Preservation Act Plan.

Ongoing CPC projects include the annual bond payments for the purchase of Pell Farm and for the preservation of the Town House, town records preservation, restoration of the Stone Arch Bridge in North Grafton, the Open Space and Recreation Plan, The Institute Woods Trail Feasibility Study, and the Grafton Community Preservation Act Plan. In 2018 two projects were completed, restoration of the library columns and the western façade of the Cisco Homestead was restored.

During 2018, the total CPA revenue collected was \$541,070. Grafton collected \$425,991 through local surcharges, received \$81,329 in state matching funds, collected \$457 in interest and penalties, received \$625 in tax title redemptions and earned \$32,667 from investment interest income.

CPC anticipates a busy year in 2019 as the Committee works on the update of the Grafton Community Preservation Act Plan, and monitors on-going projects. Given an estimated \$540,000 in 2019 revenue and funds currently on hand, the Committee will have an estimated \$1.2 million for new projects.

**COMMUNITY PRESERVATION COMMITTEE
EXPENSES IN EXCESS OF \$1,000
January 1 through December 31, 2018**

Vendor	Amount
Community Preservation Coalition	\$ 1,750.00
US Bank Corporate Trust	\$ 154,810.83
Grafton Affordable Housing Trust	\$ 48,567.00
Stosz Construction	\$ 2,500.00
Bayside Engineering	\$ 1,535.34
Blackburn Building	\$ 9,100.00
Sunshine Sign	\$ 4,995.48
Accessrec, LLC	\$ 3,162.20
Holliston Sand Company	\$ 1,073.04
Central Mass Regional	\$ 13,092.57
Vanasse Hangen Bruslin Inc	\$ 9,291.25
Juniors LLC	\$ 273,553.96

Respectfully Submitted,

John Stephens, Chairman

Jim Gallagher

Jennifer Thomas

Paul Scarlett

Ken Holberger

Dawn Geoffroy

Sandra Brock

Sharon Carroll-Tidman

Richard Schultz